

[Date]

MEMORANDUM FOR USAFE BAND

ATTN: Director of Operations

FROM: [Name]
[Organization]
[Base]

SUBJECT: Band Support Request

1. Request as follows:

Performance Date:	[dd/mm/yr]	Performance Time:	
Event:	[Name of event]	Location:	
Expected Attendance:		Presiding Officer:	
Type of group requested:		Type of music requested:	
Sponsor:	[Name]	Sponsor Phone:	[Comm/DSN]
		Sponsor email:	
POC:	[Name]	POC Phone:	[Comm/DSN]
		POC email:	

2. I certify that the event described above is an official DoD function I am hosting or conducting as a member of the Department of Defense in the performance of official duties associated with my office.
3. If there are questions, please contact [Sponsor/POC name]. Thank you for your help.

[Signature Block]

[First, MI, Last Name]

[Rank, Service Abbreviation]

[Title]

Return To: Director of Operations
Fax: (+49) (0)6302-67-7819 / DSN 496-7819
Voice: (+49) (0)6302-67-6551/6559 / DSN 496-6551/6559